

MINUTES

SOPRIS VILLAGE HOMEOWNERS' ASSOCIATION BOARD OF DIRECTORS' MEETING

March 6, 2024

6:30 p.m.

Join Zoom Meeting

<https://zoom.us/j/92381276231?pwd=K3NpRCs4b0hmc0RNYTRublVxSjRzUT09>

Meeting ID: 923 8127 6231

Passcode: 070245

Dial by your location: +1 719 359 4580 US

Join Zoom Meeting

Eagle County Community Center

20 Eagle County Drive, El Jebel, CO 81621

Board Members:

Mike Meiners | Peter Guglielmo | Janine Gunning | Brandi Rice | Heather Smith

Directors Present:

Mike Meiners	President
Peter Guglielmo	Board Director
Janine Gunning	Vice President
Brandi Rice	Board Director
Heather Smith	Board Director

Directors Absent:

None

Property Manager Present:

Megan Rodman Property Manager

Owners Present:

David Johnson
Joe Wilson

25 Navajo

1. CALL TO ORDER

Director Mike Meiners called the Board Meeting to order at 6:04 PM MST.

2. FEBRUARY 7, 2024 BOARD MEETING MINUTES

Director Mike Meiners moved and Director Janine Gunning seconded to approve the draft February 7, 2024 meeting minutes as presented. Motion Passed.

3. ITEMS NOT ON THE AGENDA

- Dave Johnson, asked when the motion was made to increase the dues by 6.9% every year. The Board noted that this was based off of a Rate Study conducted in 2016, and the Rate Study is posted online.
- Joe Wilson asked for the Board to explain how the Rate Study came to the 6.9% yearly increase to dues. Director Mike Meiners explained.

4. PROPERTY MANAGERS REPORT

Financials/ Accounts Payable

The Board of Directors were provided with the February financial reports – Balance Sheet, Budget vs Actuals by Month and YTD, Accounts Receivable, Check Detail, and Profit and Loss report.

Director Mike Meiners inquired about the \$1,825.41 charge under landscaping, Management informed the Board that this was from an invoice for services in October received by Emergent Landscape.

Director Janine Gunning asked about the legal fees charged for handling delinquent accounts. Management said these charges are paid by the association and then added to the owner's ledger to collect.

Director Mike Meiners moved and Director Brandi Rice seconded to approve the February financial reports as presented. Motion Passed.

Documentation translation update

Director Mike Meiners reached out to Michael Kendrick to see what the status was of translating the HOA website. He has received no response from Michael Kendrick.

Management reached out to ADL services to determine timing on translation of all HOA governing documents, has not yet received a response.

The Board agreed by consensus that if they do not receive a response from Michael Kendrick or ADL Services, that the Board in April will re-evaluate if they want to consider still spending money on translating HOA documents into Spanish or not.

Eagle County Response to tree at 96 Hopi

Management reached out to Eagle County, and Nicole Trujillo, the Road and Bridge Manager, replied saying that a Supervisor would be sent out to inspect the tree.

Management has not yet received a response from Eagle County, but sent an email asking for an update.

Park Update on Trees that are split

Director Janine Gunning will reach out to Arbor Works about the process of protecting

and hopefully saving the split trees in the park.

Edward Jones transfer

The Board of Directors reviewed the Edward Jones account. The total account balance is \$822,891.41. Current Asset allocation is as follows:

Asset Class [?]

[Learn More About Asset Classes](#)

U.S. Investment-grade Bonds (Income)		
Description ↑	% Actual	Value
CHARLES SCHWAB BK 55B WESTLAKE (15987UBZ0)	20.54%	\$169,021.97
GOLDMAN SACHS BK USA NEW YORK (38150VQH5)	20.16%	\$165,890.44
PNC BK NATL ASSN WILMINGTON (69355NEG6)	17.16%	\$141,169.20
WELLS FARGO BK N A SIOUX FALLS (949764CU6)	20.28%	\$166,871.41
Total	78.14%	\$642,953.02

Cash (Cash)		
Description ↑	% Actual	Value
Cash	0.00%	\$0.00
MONEY MARKET INVESTMENT SHARES (MFIS)	21.87%	\$179,938.39
Total	21.87%	\$179,938.39

With the current checking account balance of \$154,696.55, Management would like to transfer \$69,696.55 into the next CD coming due, and reinvest that CD so that every 3 months a CD comes to term.

Director Mike Meiners moved and Director Brandi Rice seconded to approve the transfer of \$69,696.55 from the checking (operating) account into a CD with Edward Jones. Motion Passed.

Well house #2 door lock update

Management has found a lock smith to both pick the lock of Well house #2 and to have new keys made. This would be The Village Locksmith, Joe Hernandez. The Board would like to know the hourly fees and costs to have new keys made before approving this vendor.

5. REVIEW ADRIAN AGUILAR/ HIGH COUNTRY UTILITIES SERVICES

General Update

The below update has been provided by Adrian Aguilar, High Country Utilities Services:

Here is an update on a productive February. HCUS has inventoried all infrastructure and is in the process of preparing an asset management system. While we are still gathering information and collecting as much data as possible, we are moving forward with necessary projects within the water treatment, pumphouse. A few items that have been addressed are:

1. The chlorination system was not operational/available at the beginning of February. I was able to borrow a chemical tank while we made a purchase of our own to keep inside the pumphouse. Sopris Village now has its own 30-gallon disinfection tank on site. It is a requirement that all water systems disinfect the water at the entry point of the distribution system and must maintain a level above .2 mg/l and we must test the water once per week.
2. A TCR sample is used to perform a bacteriological analysis of the water in the distribution system. Sopris Village is required to sample once per month. The sample was collected on 2/12/2024 and delivered to the laboratory. results came back as Absent/Absent meaning the water has no trace of Ecoli or coliform bacteria.... all good things.
3. Electrical outlets and lighting. I had an electrician evaluate the wiring at the pumphouse because lights were not working, outlets had burn signs and heaters were failed and corroding off the wall. The electrician reported back with these notes. - At Sopris village there were multiple abandoned and disconnected circuits, some in the roof and in the walls. There was improper lighting wiring which needed to be corrected to a single switch. receptacles were not grounded and were arching due to improper connections. Heaters and thermostats were nonfunctional but had hot wires causing amp draws and circuit failures. All receptacles have been changed out and wired correctly.
4. Kevin Maddison is our control guy and has knowledge of the command center for the tanks and pump communication. I had a conversation with him about the alarm system and we are in the process of gathering information as far as costs and requirements for a new alarm system. I will have that information for you before the next board meeting. I suggest we move forward with installing an alarm system before the next high demand season begins. This unit will alert us to any issues that may arise with the pump or storage tank.
5. The pump house has rotted drywall and holes where small animals or bugs have been getting into the pumphouse. We will be patching up any holes and applying new paint inside the pump house as weather gets better, along with new spreadsheets and documentation needed for record keeping.
6. The broken deadbolt to the door has been replaced.
7. I have contacted our Tank diving team and scheduled a tank cleaning and inspection in 2025, The state wants all storage tanks to be inspected no later than every 5 years. Last one completed was in 2021.
8. I am organizing a maintenance plan for this spring and summer and will keep you posted.

The plan for the beginning of the year is to repair or correct any issues that exist. I will continue to communicate with you all on what I am finding and if there are any recommendations the state wants us to make and or any needs that I have moving

forward to operate our water system. One of the large items the state requires from all water systems is a Lead Service Line Inventory due October 16 of this year. I have attached a description of the requirements to this email. I will need help to complete this task. For now, please review. I understand that we have started the process of creating a water committee. I want to have a meeting with the committee soon please.

Well House alarm

The Board of Directors reviewed a proposal from Kevin Maddison, who works with Adrian Aguliar, on the cost to purchase equipment for a well house alarm system.

Director Janine Gunning moved and Director Brandi Rice seconded to approve of the pricing to purchase a Sensaphone Sentinel w/4G LTE Verizon, Clear door enclosure unit for \$1,976.65 and establishing a 1-year SCD-1200-1 Cellular subscription for \$299.40. Motion Passed.

The Board also asked Management to collect pricing from Kevin Maddison/Adrian Aguilar on the cost to install this equipment and for Adrian to provide a spreadsheet that lists all items the HOA needs for management of its water system, and for him prioritize these items by urgency in having.

6. WATER

Lead and Copper testing update – March Contact expected

Director Mike Meiners has not heard back from the state on financing for PFAS and Lead and Copper testing, expects further correspondence later this month and will include Adrian Aguilar, with High Country Utility Services, on such correspondence.

Roaring Fork Engineering Proposal

Director Pete Guglielmo received a revised proposal from Roaring Fork Engineering, but only copied the other Board Directors two pages that contained the description and cost.

Director Mike Meiners moved and Director Pete Guglielmo seconded to approve the revised proposal, however the other Board Directors questioned the entire proposal and asked for the full revised proposal to be sent to the Board for their review before voting. At this, Director Mike Meiners withdrew his motion.

Director Pete Guglielmo will email the entire revised proposal to the rest of the Board Directors for their review and consideration for approval via email.

7. WATER COMMITTEE

The Board of Directors discussed next steps in the formation of a water committee. Management has received interest from the following owners who would like to be a part of a water committee. Those individuals are:

- Pete Guglielmo
- Brandi Rice

- Janine Gunning
- Andy Gillis
- Michael Kendrick
- Trevor LaLonde
- Tyler Stevens

Management will put everyone in a group email and determine a date/time for an in-person meeting. At the first meeting, the committee will work on creating and finalizing their committee charter and regular meeting schedule.

8. ADJOURNMENT

Director Mike Meiners moved and Director Heather Smith seconded to adjourn the Board Meeting at 7:35 PM MST. Motion passed.

The next HOA Board meeting will be on April 3, 2024 at the Eagle County Community Center.